



## Academic Senate: Executive Committee

### AGENDA

TUESDAY, FEBRUARY 24, 2026

10:00 A.M. – 11:30 AM

**Location:** BPA Conference Room 134 and virtual.

**Zoom Link:** <https://csub.zoom.us/j/88091986667?pwd=GOSakqXvulfaZihtNxTsAFBYwWqAJs.1&jst=1>

**Members:** M. Danforth (Chair), D. Solano (Vice-Chair), D. Thien (Provost), C. Lam (ASCSU Senator), N. Michieka (ASCSU Senator), T. Tsantsoulas (AAC Chair), L. Kirstein (AS&SS Chair), A. Grombly (BPC Chair), Z. Zenko (FAC Chair), and K. Van-Grinsven (Senate Analyst).

1. Call to Order
2. Announcements and Information
  - A. Volunteers for March 12 Senate Meeting
  - B. Spring 2026 Guests
    - i. EC Guests
      - a. President attending EC on March 24
    - ii. Senate Guests
      - a. March 12 or 26 – D. Cantrell, Enrollment report
      - b. April 30 – Spring Reports
        - i. FTLC, GECCo, UPRC, URC (if needed)
        - ii. Written report as well as oral (?)
      - c. May 7 – Senate Organizational Meeting
        - i. Faculty Award recommendations from FHAC
      - d. Early Fall 2026
        - i. GRaSP, FAR (oral reports/presentations)
      - e. Unscheduled:
        - i. J. Watkins – Center for Accessibility and Essential Needs
        - ii. K. De Young – Facilities
        - iii. Committee on Professional Responsibility (CPR)
        - iv. WSCUC Logistics – E. Adams (*when?*)
3. Approval of Agenda (Time Certain: 10:05 AM)
4. Approval of Minutes

- A. January 20, 2026 (handout)
  - B. January 27, 2026 (handout)
  - C. February 3, 2026 (handout)
  - D. February 10, 2026 (handout)
  - E. February 17, 2026 (handout)
5. **Continued Items (Time Certain: 10:20 am)**
- A. AS Referral Log (see BOX folder; handout)
    - i. AAC (T. Tsantsoulas)
    - ii. AS&SS (L. Kirstein)
    - iii. BPC (A. Grombly)
      - a. March 12 - Spring 2026 Budget Forum
    - iv. FAC (Z. Zenko)
  - B. Provost Report (D. Thien) **(Time Certain: 10:45 am)**
    - i. Updates/ Status:
      - a. Academic Administrator Searches
      - b. Academic Administrator Reviews
    - ii. Additional Items
  - C. Reports and Recommendations
    - i. Criteria for Proposing New Schools Taskforce (handout)
  - D. RES 252624 - Codifying Procedures for Statements of the Senate and Votes of No Confidence – EC (HOLD; updated draft in progress)
  - E. Dean’s List memorandum – EC (handout)
  - F. Follow-up on ASI Requests regarding office hours and reporting grades
  - G. Development of a Senate Recording Retention Policy for recordings that are intended to develop Minutes – EC (HOLD; draft in progress)
  - H. Calendar Committee – A. Grombly, BPC Chair
  - I. ASCSU Lecturer Electorate Representative term (HOLD for Fall?)
  - J. Policies on approval of Course Coding Changes (CS Numbers) (HOLD; pending data)
  - K. Faculty advising and CSUB Advising Council (HOLD)
  - L. ASI Resolution: SB 104 ASI and Shared Governance (handout) (HOLD; pending ASI’s revisions)
6. **New Discussion Items (Time Certain: 11:00 am)**
- A. Elections and Appointments- D. Solano
    - i. Exceptional Service Awards: Committee work in progress
    - ii. Calls In Progress: At-large Senators
  - B. Develop formal procedures for appointments for the CSU Fong and Fetterly Award
  - C. Announcement of Exceptional Service Award recipients
  - D. Accessible Technology Initiative
    - i. ATI-IM Working Group Item (handout)
    - ii. ATI 5-year plan

- E. Handbook and Bylaws Project – EC (handout)
  - i. Composition of Handbook and Bylaw Summer Working Group
  - ii. Expected timeframe of project
- F. Student Ombudsperson (handout)
- G. Proposed updates to 308.2.4 Emeriti Privileges and Public Announcement (handout)
- H. Concerns about CHRS Page Up

7. Agenda Items for Senate (Time Certain: 11:15 am)

**Academic Senate Meeting – Spring 2026**

Thursday, February 26, 2026

Agenda

10:00 AM – 11:30 AM

**Location:** Dezember Leadership and Development Center, Room 409-411

**Zoom Link:** <https://csub.zoom.us/j/84669370314?pwd=gmLoywwMxQR4k7G0hUhv25vs0N8xr8.1>

**Senate Members:** Chair M. Danforth, Vice-Chair D. Solano, CSU Senator C. Lam, CSU Senator N. Michieka, AH Senator T. Tsantsoulas, AH Senator M. Naser, BPA Senator D. Wu, BPA Senator S. Sarma, NSME Senator L. Kirstein, NSME Senator A. Stokes, SSE Senator Z. Zenko, SSE Senator S. Roberts (alt. for Spring 2026 K. Henderson), AV Senator K. Holloway (virtual), At-Large Senator H. He, At-Large Senator A. Grombly (excused; alt. E. Knopp), At-Large Senator A. Hays, At-Large Senator A. Lauer, At-Large Senator T. Salisbury, At-Large Senator R. Dugan, Lecturer Electorate Senator D. Horn, Senator H. Gonzalez – Staff Representative, Senator E. Reed – ASI Executive Vice-President, VP AA & Provost D. Thien, Senator J. Dong – Dean Representative, and Senate Analyst K. Van Grinsven.

**Guests:** President Harper

- I. Call to Order
  - a. Tejon Tribal Land Acknowledgement
  - b. [Robert’s Rules of Order](#)
  - c. [Interruption Statement](#)
- II. Approval of Minutes
  - a. February 12, 2026 (handout)
- III. Announcements and Information
  - a. President’s Report – V. Harper (**Time Certain: 10:10 am**)
  - b. Elections and Appointments – D. Solano (handout)
  - c. Information:
    - i. Dean’s List Memo (handout)

- d. Upcoming Events:
  - i. March 16 – Spring Budget Open Forum
    - 1. 2-3 pm; Student Union MPR and virtual
    - 2. [Budget Open Forum Feedback](#) Form
  - ii. April 8 – President’s Open Forum
    - 1. 9 am; Student Union MPR

IV. Approval of Agenda **(Time Certain: 10:05 AM)**

V. Reports

- a. ASI Report – Senator Reed
- b. Provost’s Report – D. Thien **(Time Certain: 10:30 AM)** (handout)
- c. ASCSU Report – Senators Lam and Michieka (handout)
- d. Staff Report – Senator Gonzalez (handout)
- e. Committee Reports:
  - i. Executive Committee – Vice-Chair Solano (handout)
  - ii. Standing Committees:
    - 1. Academic Affairs Committee (AAC) – Senator Tsantsoulas (handout)
    - 2. Academic Support and Student Services Committee (AS&SS) – Senator Kirstein (handout)
    - 3. Budget and Planning Committee (BPC) – Senator Lauer (handout)
    - 4. Faculty Affairs Committee (FAC) – Senator Zenko (handout)
- f. CFA Report – T. Salisbury, CFA Bakersfield

VI. Resolutions **(Time Certain: 10:35 AM)**

- a. Consent Agenda: No items.
- b. Old Business:
  - i. RES 252626 – AS&SS Membership-Bylaws Change – AS&SS (handout)
  - ii. RES 252627 – Policy on Use of Informational Banner Space in Canvas – AAC, AS&SS (handout)
  - iii. RES 252620 – Transitioning to Online SOClS – FAC (handout)
  - iv. RES 252622 – Academic Advising Structure Is an Academic Endeavor – AAC, AS&SS (HOLD)
- c. New Business:
  - i. RES 2526XX

VII. Open Forum **(Time Certain: 11:15 AM)**

VIII. Adjournment

8. Adjournment



**ACADEMIC SENATE**  
CSU BAKERSFIELD

**Date:** February 17, 2026

**To:** Dr. Elizabeth Adams, Interim AVP for Academic Affairs & Dean of Academic Programs

**From:** The Academic Senate Executive Committee  
Melissa Danforth (Academic Senate Chair & Chair of the Faculty), Danielle Solano (Academic Senate Vice Chair & Elections Committee Chair), Deborah Thein (Provost & Vice President for Academic Affairs), Amanda Grombly, Leslie Kirstein, Charles Lam, Nyakundi Michieka, Tiffany Tsantsoulas, Zachary Zenko

**cc:** Jennifer Mabry, Associate Vice President of Enrollment Management  
Karlo Lopez, Associate Dean, College of Natural Sciences, Mathematics, & Engineering  
Lori Paris, Associate Dean, College of Business & Public Administration  
Steve Gamboa, Interim Associate Dean, College of Arts & Humanities  
Amy Gancarz-Kausch, Interim Associate Dean, College of Social Sciences & Education  
Melissa Danforth, Academic Senate Chair & Chair of the Faculty  
Danielle Solano, Academic Senate Vice Chair & Elections Committee Chair  
Katherine Van Grinsven, Academic Senate Analyst

**Subject:** Re: Clarification of Dean's List Policy

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The Executive Committee reviewed questions regarding the unit requirement for placement on the Dean's List. The current catalog language states:

"A full-time, undergraduate student, carrying at least six (6) units of letter-graded work during the semester, who earns a GPA of 3.25 or above in that semester will be placed on the Dean's List."

EC affirms that the six (6) unit requirement applies to letter-graded coursework completed during the semester, and that the student must also be enrolled in at least 12 total units to meet the full-time requirement. To qualify for the Dean's List, a student must therefore (1) be enrolled in at least 12 total units during the semester, (2) complete at least six units of letter-graded coursework, and (3) earn a semester GPA of 3.25 or higher. Units taken on a credit/no credit basis do not count toward the six-unit minimum for eligibility but do count toward the 12-unit full-time enrollment requirement.

This memo serves to clarify interpretation and ensure consistent application of the existing policy. No change to the catalog language is being proposed at this time.

**Academic Senate Task Force**

**School Formation Criteria**

During Fall 2024, the California State University, Bakersfield (CSUB) Academic Senate Executive Committee requested that the Academic Affairs Committee (AAC), Budget and Planning Committee (BPC), Academic Support and Student Services Committee (AS&SS), and Faculty Affairs Committee (FAC) address the issue of school formation criteria. The standing committees elected representatives to an ad hoc task force to create new school formation policies and procedures, with representatives from the AAC, BPC, AS&SS, and FAC.

Since there are no existing policies on new school formation, the task force completed an extensive review of example policies from other California State University (CSU) campuses. The current document represents a consensus recommendation from the task force for a new policy document. We share this document with the standing committees and invite comments and suggestions, if any.

**Composition of Criteria for Proposing New Schools Task Force:**

Yangsuk Ko (Chair), Amber Stokes (FAC), Debbie Wilson (AS&SS), Heidi He (AAC), Rhonda Dugan (BPC), Deborah Cours (dean representative), and Laura Ann Bishop (staff).

CSU Bakersfield  
**Policies and Procedures for Establishing New Schools**

- I. Policy Purpose
  - A. The process for creating new schools within the colleges should be uniform and transparent.
  - B. A uniform system of school creation shall allow for fair and efficient mechanisms to be in place for interested parties to create schools.
- II. Policy
  - A. Definitions and Operative Terms
    - i. Principal academic sub-units are colleges at California State University, Bakersfield, whose chief primary academic/administrative officers are deans. Departments, schools, and programs are standard terms for units within colleges.
    - ii. Departments and schools are each part of a college, reporting to a college dean. Schools may, but need not necessarily, include more than one department, division, or program, as well as centers and institutes.
    - iii. Academic departments or schools serve as administrative units within the university's respective colleges and are organized around specific fields of academic inquiry and pedagogical outcomes.
    - iv. Departments offer a major, minor, and/or credential, and may offer a certificate. Schools, and any subordinate departments located within the school, will offer majors, minors, and/or credentials, and may offer a certificate.
    - v. Departments are led by department chairs, and schools by directors. In a school with multiple departments, department chairs will report to the school director. Both department chairs and school directors will be selected according to the University Handbook, and report to the dean of a college. The director of a school which has multiple departments from different colleges will report to the dean of the college in which the school is located.
    - vi. Considerations that will normally apply in designation of one or more units as a school include professional accreditation, licensing, or certification requirements for graduates, size of the unit(s) and common practice in higher education of administratively referring to the discipline as a school.
  - B. Purpose of an Academic School
    - i. The purpose of a school is to support the mission of the university by offering academic programs in the disciplines it houses, promoting academic inquiry and critical thinking within and across disciplines, and engaging in disciplinary and interdisciplinary research, scholarship, and creative activities.
    - ii. To qualify as a school, the proposed entity must:
      - 1. Offer a set of academic programs, approved through the appropriate curricular review process (department, college, university, and CSU system levels), that lead to undergraduate or graduate degrees.
      - 2. Ensure to its faculty the rights and responsibilities of Academic Freedom, as defined by the American Association of University Professors, to engage in free inquiry and dissent in both scholarship and instruction. This includes the rights of the school and units within to initiate curricular proposals, to make autonomous decisions on instructional materials, pedagogy, delivery mode, and grading systems/practices. The faculty unit is free to offer its own views and interpretations that may dissent from the received views of either the discipline or in any other arena of society.

3. Be mainly comprised of Unit 3 faculty, who are subject to the rights and responsibilities of the CFA-CSU collective bargaining agreement, the CSUB University Handbook, and other relevant university policies.

### III. Formation of New Schools, or Modifications to Existing Schools

- A. A new school may be formed as (1) an entirely new entity, (2) a result of dividing an existing school, (3) a result of combining two or more existing schools, or (4) a result of combining two or more departments from one college or from different colleges into a single school.
- B. Requests to change the structure of an already existing school should usually emerge from the concerns of the faculty, the school director and/or the dean directly involved. However, other individuals of the university may suggest that the faculty examine the effectiveness of the present school structure, especially as part of the Program Review process.
- C. If the change affects more than one college, then more than one dean will be involved, so any references to a dean in this policy statement implies more than one dean if the situation is so indicated.
- D. Collegiality is the fundamental principle upon which the governance of the university rests. At any point in this process, any of the parties involved may consult informally with anyone in the campus community whose contribution seems desirable.

### IV. Procedures for Establishing a New School

- A. Initiation of Proposal
  - i. Faculty members, departments, schools, colleges or administrative officers of the university may initiate discussion and consultation processes to consider the establishment of a new academic school.
  - ii. When considering a change in school structure, the relevant faculty, the appropriate college dean, and the Provost and Vice President for Academic Affairs (P&VPAA) should engage in considerable informal discussion. These people should solicit advice from other potentially interested parties, possibly including faculty in other departments, schools, or colleges as well as the Academic Senate.
  - iii. When informal discussions appear to have elicited all relevant issues and concerns, the faculty who wish to form the new school should write a proposal that addresses all areas set forth below in New School Proposal: Contents.
  - iv. The initial request should be submitted in writing to the appropriate dean(s). Due to the potential impact on departments/schools/colleges/programs, faculty, staff, and students, the proposal must follow the guidelines and review process set forth below in New School Proposal: Procedure for Review.
- B. New School Proposal: Contents
  - i. Background and Introduction
    1. The exact name of the proposed school and name(s) of individual(s) preparing the proposal;
    2. Description of the consultation process and informal discussions that occurred prior to the submission of the proposal (Initiation of Proposal);
    3. Description of possible consequences for not forming the new school;
    4. Statement of how the proposed school may advance the campus' vision, mission, and goals;
    5. Statement of how the proposed school will better serve the needs of institution, students, faculty and staff; and contribute to the recruitment and retention of a high quality and diverse faculty;

6. Statement of how the proposed school will provide added value or benefits to CSUB, enhance the relationships of the college(s) where the school is housed, including its faculty, students, and the greater community;

- ii. Faculty Composition

Include the following information:

- a. Regardless of whether the proposed school has one or multiple departments, include the name of each department, the name of the department chair, number of faculty in each department including the ranks (lecturer, assistant professor, associate professor, or professor), and current college or school affiliation. In the case of school restructuring, also include whether the listed departments will be moved to the new school or jointly appointed between their prior academic units and the new school.
  - b. If the new school is breaking away or drawing members from existing schools/ colleges, list all foreseeable effects that this change would have on other department(s), school(s), or college(s) in terms of name change, number of faculty, support staff, curriculum, operating budget, or space, etc.
  - c. Results of a vote from each college directly affected, including written comments from affected academic program chair(s)/director(s) and faculty. Anonymity, if requested, should be accommodated and respected throughout the process.
- iii. In the case of impacts on schools, colleges or programs with external accreditation, provide the rationale and justification for creating the school that aligns with accreditation requirements.

- C. Budgetary, Financial, and other Resource Considerations

In general, creating the school should be completed in a budget-neutral manner. Release time for the director and staff time for the school office should be covered by reallocation from existing resources within the colleges, departments, and programs involved. The director should be a faculty member on course release, not an administrator.

- D. Planned Implementation and Timeline

- i. The proposed date of implementation and the appropriate timeline for the process of implementation.
- ii. Include important milestones and dates for the development of the school.

- V. New School Proposal: Procedure for Review

The proposal must pass through the following levels of review in the order indicated. The individual(s) at each level review the proposal, consult with others as appropriate, and then either forward it to the next level with a positive recommendation or provide a written explanation of the reasons for withholding approval. If the proposal fails to receive approval at any level, the proposal shall not proceed to the next level of review. The proposers may choose to revise and resubmit to that specific level of review. Any revisions of a proposal shall be communicated with previous levels of review. All levels of review must be documented clearly for subsequent review levels:

- i. The initial proposal must be submitted to the appropriate dean(s) for consultation

and signature(s). The dean(s) shall provide written comments/recommendations to the originator(s) of the proposal.

- ii. The proposal, including responses and revisions based on feedback from the dean(s), shall then be submitted to the P&VPAA, who shall consult with the Council of Deans and provide written comments/recommendations reflecting their own review and feedback from the council.
- iii. The revised proposal, including responses and revisions based on feedback from the dean(s), P&VPAA, and Dean's Council, shall then be submitted to the Academic Senate, through the Executive Committee. If all prior levels of review are deemed to have been satisfied, the proposal shall be forwarded to the Standing Committees for review. Each Standing Committee will review the proposal and provide their comments/recommendations.
- iv. If the revised proposal receives approvals from all prior levels of review, the proposal will then be sent to the full Academic Senate for review and final approval.
- v. The approved proposal shall then be forwarded to the President for their final decision regarding the proposal.

**Signature:**   
**Email:** yko@csub.edu

**Signature:**   
**Email:** lbishop@csub.edu

**Signature:**   
Deborah Cours (Dec 9, 2025 16:23:22 PST)  
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**Signature:** *Amber Stokes*  
**Email:** astokes2@csub.edu

**Signature:**   
Debbie Wilson (Dec 9, 2025 15:15:27 PST)  
**Email:** dwilson4@csub.edu

**Katherine Van Grinsven**

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**From:** Danielle Solano  
**Sent:** Monday, February 16, 2026 12:48 PM  
**To:** Pierre Igoa; Alex Slabey; Melissa Danforth  
**Cc:** Katherine Van Grinsven; ORG-AcademicSenateOffice  
**Subject:** Re: ATI - Academic Senate approved process

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Pierre,

I'm adding Katie to this email so she can add this item to the EC agenda for Senate. The process is that EC will refer to one or more subcommittees to discuss, and that will result in a memo or resolution with guidance.

From what I understand, Alex would have to create a special role for the student workers in Canvas so they can access UDOIT, files, and pages only. Hopefully Alex can speak more about this. The Senate would then make recommendations for this process (how faculty would request help for course remediation, how student workers would be granted permission, how students would report concerns, etc.).

Hope that helps,

--Dani

Danielle Solano, Ph.D.  
Professor, Department of Chemistry & Biochemistry  
California State University, Bakersfield

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\*\*\*Schedule an appointment with me on [Runner Connect](#) or [Acuity Scheduling](#)

 [Book time to meet with me](#)

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**From:** Pierre Igoa <pigoa2@csub.edu>  
**Sent:** Monday, February 16, 2026 11:40 AM  
**To:** Danielle Solano <dsolano@csub.edu>; Alex Slabey <aslabe@csub.edu>; Melissa Danforth <mdanforth@csub.edu>  
**Subject:** Re: ATI - Academic Senate approved process

In addition, we will address the following:

- Faculty checkbox, faculty concern
- ATI student workers, what access permissions and restrictions

**PIERRE IGOA**

Web Services & Communications Manager  
Information Technology Services

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**From:** Pierre Igoa <pigoa2@csub.edu>  
**Date:** Monday, February 16, 2026 at 10:56 AM  
**To:** Danielle Solano <dsolano@csub.edu>, Alex Slabey <aslabey@csub.edu>  
**Cc:** Christopher Diniz <cdiniz@csub.edu>, Ydalia Lucio <ylucio2@csub.edu>  
**Subject:** ATI - Academic Senate approved process

Hello,

I'm reaching out in connection to our ATI Working Group Meeting today.

How would we move forward on getting Academic Senate approval?  
What specific concerns should we address with the ATI Digital Accessibility Students?  
What do you need from me to facilitate?  
What other items do you want to address in connection to our meeting?

Thank you,

**PIERRE IGOA**

Web Services & Communications Manager  
Information Technology Services

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CALIFORNIA STATE UNIVERSITY  
**BAKERSFIELD**



**Topic:** Handbook and Bylaws Project – EC (See *Box folder for handouts*)

- A. Updating Schools to Colleges
- B. Updating all references to quarters
- C. Standing Committees Composition:
  - 1. Clarify Handbook language about staff positions being non-MPP staff
  - 2. AS&SS Composition: Associate Dean of Undergraduate and Graduate Studies is not actually listed in the bylaws as an ex-officio member of AS&SS.
  - 3. Update language for administrator positions to allow for designee
  - 4. Review and update the Standing Committees ex-officio positions due to the re-organization of university
  - 5. AAC Composition: Clarify the catalog and PeopleSoft positions with the SASEM re-organization.
- D. Director of Assessment: Review position (Handbook 105.2 and 305.6.)
- E. Council of Academic Deans: Review Composition and name (Handbook 105.2)
- F. Public Affairs Committee: Committee in handbook but not bylaws (Handbook 107.1. Standing Committees of the Academic Senate). Discussion on if we want to create the committee or not.
- G. Review committees listed (Handbook 107)
- H. Update TEAC Description: Currently lists old college names (H&SS, SOE, and NSM) (Handbook 201.5)
- I. Update reference to Associate Vice President for Academic Affairs- association with Academic Advising and review other duties (Handbook 104.2.1)
- J. Update position titles in 309.9 (Handbook 309.9)
- K. Update all references to the AVP of Enrollment Management- distinguish the VP of Strategic Enrollment Management from the new AVP of Enrollment Management
- L. Bylaws Section IV.A.4 Annual reports from committees- limit to specific committees?
- M. Changes to bylaws that were approved by previous resolution but never posted (clarifying the edition of Robert's Rules of Order).
- N. Q2S Lingered Issues:
  - 1. Deadline issue for stating one's intent to seek promotion to full professor
  - 2. Discussions about whether we should change the Handbook to require classroom observations for tenured faculty.
- O. Section 103.1 Statewide Organization Structure still states 23 CSU campuses- remove number?
- P. Update the Committee on Academic Requirements and Standards (CARS) to the General Education Curriculum Committee (GECCo) - referenced in various places in Handbook
- Q. Updated all references to "Services for Students with Disabilities" to the new name, "Center for Accessibility and Essential Needs." Review 303.1.5 Course Syllabi, Appendix K - Instructional Materials, etc.
- R. Updates to Handbook Appendices B and C to address inconsistencies (handout)

## APPENDIX B: CONSTITUTION OF THE GENERAL FACULTY

### Article 1 Name and Purpose

**Section 1** The name of this organization shall be the General Faculty of California State University, Bakersfield, herein referred to as the General Faculty.

**Section 2** The purpose of the General Faculty organization is to provide that the collective knowledge, experience, and judgment possessed by members be utilized to develop University policies and procedures which ensure the full realization of the University's mission and to foster a spirit of unity and cooperation among its members.

### Article 2 Membership and Voting

**Section 1** The membership of the General Faculty shall be professors, associate professors, assistant professors, lecturers in full-time teaching positions, part-time faculty teaching a minimum of 15 WTUs in each of three preceding years, full-time librarians, and student services professionals-academic related (SSP- AR employees in Unit Three) who are not included in the Management Personnel Plan.

**Commented [MD1]:** Do SSP-AR employees get hired in Unit 3 anymore or are they in other units now?

**Section 2** Those named in Section 1 shall have the power to vote in meetings of the General Faculty, in faculty referenda, and in elections for representatives to the Statewide Academic Senate and to the University Academic Senate, but with the following exceptions: Only tenured and tenure-track faculty having full-time teaching responsibilities (including full-time librarians and all Department Chairs regardless of teaching load) may vote on policy matters relating to retention, promotion, and tenure or on the awarding of degrees.

**Section 3** All members of the General Faculty on leave retain all powers to vote.

### Article 3 Powers and Structure

**Section 1** The General Faculty shall have the power to formulate, adopt, review, and revise recommendations relating to the policies and operation of the University. The General Faculty may consider matters subject to the provisions of the Higher Education Employee Relations Act (Chapter 744, Government Code) and in conformance with the policies of the Board of

Trustees of the California State University, and in accordance with such other State laws as may be applicable.

**Section 2** The General Faculty shall exercise its powers through the Academic Senate of the University elected by and representative of the General Faculty and subject to its review, except as noted in Section 3, below.

**Section 3** The General Faculty shall consider such policy matters as are brought before it by the Academic Senate and may initiate discussion of policy matters of concern to the faculty.

The General Faculty shall, in accordance with Article II, Section 2, Subsection (2) of this Constitution, approve the list of degree candidates. In accordance with the provisions of the Constitution of the Academic Senate, the General Faculty may require that the Academic Senate reconsider its action(s).

**Commented [MD2]:** Subsection 2 does not exist in Article 2, Section 2. Highlighted in blue what might have been the subsection in the past.

#### **Article 4 Officers of the General Faculty**

**Section 1** The officers of the General Faculty shall be a Chair, Vice Chair, and Secretary.

**Commented [MD3]:** We now have the Senate Analyst instead of a faculty member elected as Secretary

**Section 2** The officers shall constitute the Executive Board of the General Faculty and shall perform its administrative functions.

**Section 3** Only members of the General Faculty who have full-time teaching responsibilities (including all Department Chairs) may be officers of the General Faculty.

- Section 4**
- A. The General Faculty Chair and Vice Chair shall be elected by majority vote before the end of the academic year and shall hold office for the next academic year.
  - B. The Secretary of the General Faculty shall be one and the same as the Academic Senate Secretary and elected according to the procedures established for the Academic Senate.

**Commented [MD4]:** Inconsistent with Appendix C which establishes the term of service as two years, instead of one year. Prior practice has been two-year terms.

**Section 5** The Chair and Vice Chair of the General Faculty shall serve concurrently as the Chair and Vice Chair of the Academic Senate.

#### **Article 5 Duties of the General Faculty Officers**

**Section 1** The Chair of the General Faculty shall (1) preside over all meetings of the General Faculty; (2) carry out the directions of the General Faculty; (3) be the

spokesperson for the General Faculty and its representative at formal functions of the University.

**Section 2** The Vice Chair of the General Faculty shall exercise the powers and duties of the Chair in the absence of or at the request of the Chair.

**Section 3** The Secretary of the General Faculty shall perform the usual duties of office, including keeping the minutes of the meetings of the General Faculty and distributing such minutes as soon as practicable following each meeting.

**Section 4** No elected officer of the General Faculty shall be eligible to serve more than two consecutive full terms in the same position.

**Section 5** The Chair of the General Faculty may appoint a parliamentarian to serve concurrently.

## **Article 6 Meetings**

**Section 1** All meetings of the General Faculty shall be open to all members.

**Section 2** The General Faculty shall meet as often as necessary to transact its business.

**Section 3** The General Faculty shall meet each year during the week prior to the beginning of classes in the fall semester and shall at that time invite a State-of-the-University report by the President of the University.

**Section 4** The General Faculty Chair shall have the power to call a meeting of the General Faculty on personal initiative, when requested to do so by a majority vote of the Academic Senate, or upon petition by 15 percent of the General Faculty, provided that each member in residence be notified of the meeting and the business to be transacted.

**Section 5** One third of the total membership of the General Faculty in residence on the first day of classes of the current term shall constitute a quorum.

## **Article 7 Amendments to this Constitution**

**Section 1** Proposal of Amendments

**Commented [MD5]:** Inconsistent with Appendix C which establishes a six year max. Prior practice has been 2 two-year terms (4 years max)

- A. The Academic Senate, whenever a majority of its membership present deem it necessary, shall propose amendments to the Constitution. Proposed amendments shall receive a first and second reading.
- B. Amendments to this Constitution may also be proposed by a petition of twenty (20) percent of the General Faculty.

**Section 2** Approval of Amendments

Amendments to this Constitution shall be by affirmative vote of two-thirds of the members of the General Faculty voting. A copy of proposed amendments shall be sent to every faculty member at least two weeks before voting takes place.

Amendments are subject to approval by the campus President.

## APPENDIX C: CONSTITUTION OF THE ACADEMIC SENATE

### Constitution of the Academic Senate

#### Preamble

The Academic Senate is a body by which the General Faculty exercises its powers as described in Article III, Section 2 of its Constitution. The Academic Senate shall perform all duties consistent with the formulation, adoption, review and revision of recommendations relating to the policies and operations of the University, within the limits prescribed by the constitutions of the General Faculty and the Academic Senate, the policies of the Board of Trustees, and the laws of the State of California.

#### Article 1 Membership

**Section 1** The Academic Senate shall be composed of the following members:

- A. the General Faculty Chair and Vice Chair elected by the General Faculty;
- B. two representatives to the CSU (statewide) Academic Senate elected by the General Faculty;
- C. one lecturer representative to the CSU (statewide) Academic Senate Lecturer Senate Electorate elected by the lecturer faculty;
  - a. The Lecturer representative may be full-time or part-time with a time base entitlement of at least 0.6 (e.g., 18 WTUs for the academic year)
  - b. The lecturer representative may be elected to the CSU (statewide) Academic Senate
  - c. If the Lecturer representative is elected to the CSU (statewide) Academic Senate, then they will serve on the Executive Committee as a representative to the Academic Senate CSU (see Section 2)
- D. two representatives from each College,
- E. one representative from the CSU Bakersfield Antelope Valley campus, elected by the respective faculty members of the Antelope Valley Campus
- F. six at-large representatives elected from and by the General Faculty;
- G. the ASI President or designee;
- H. one representative of the Council of Academic Deans selected by the council;
- I. a staff member elected by Staff Forum;

**Commented [MD6]:** Could be more than two, should we ever become one of the larger campuses (unlikely, but possible)

**Commented [MD7]:** We are inconsistent with referencing ASCSU in this appendix. Some use this phrase, some use variations on the current name, like "Academic Senate CSU"

- J. the immediate previous Senate Chair, will serve for a period of one term, *ex officio*; and
- K. the Provost (and Vice-President for Academic Affairs) serves *ex officio* and nonvoting.

**Commented [MD8]:** Ambiguous language. Term as in academic term or term as in term of service? Prior practice has been one academic year and the next section also says one year on EC.

**Commented [MD9]:** Also non-voting? Ex-officio technically means "by the office", and there can be ex-officio, voting positions (like the ASI President or designee)

**Section 2** The Executive Committee shall consist of:

- A. the current Chair;
- B. the Vice Chair;
- C. the Standing Committee Chairs;
- D. the representatives to the Academic Senate CSU
- E. the immediate previous Senate Chair, will serve for a period of one year, *ex officio*; and
- F. the Provost (and Vice President for Academic Affairs) serves *ex officio* and non-voting.

## Article 2 Functions and Responsibilities

**Section 1** The Academic Senate shall have the following functions and responsibilities relating to university matters not subject to collective bargaining:

- A. The Academic Senate shall carry out those responsibilities vested in the faculty by Trustee policy and State law for developing policies and making recommendations to the University President on the following matters:
  - 1) criteria and standards for the appointment, retention, awarding of tenure, promotion and evaluation of academic employees including preservation of the principle of peer evaluation and provision for the direct involvement of appropriate faculty in these decisions;
  - 2) curricular policies, such as admission and degree requirements, approval of new courses and programs, discontinuance of academic programs, and academic standards;
  - 3) fiscal policies and budgetary priorities;
  - 4) the awarding of grades;
  - 5) faculty appointments to institutional task forces, advisory committees, and auxiliary organizations;
  - 6) academic standards and academic policies governing athletics.
- B. The Academic Senate shall be the primary source of policy recommendations to the University President on decisions related to the following matters:

- 1) establishment of campus-wide committees on academic or professional matters;
  - 2) the academic role of the library;
  - 3) academic awards, prizes, and scholarships;
  - 4) the academic conduct of students and means for handling infractions;
  - 5) development of institutional missions and goals.
- C. The Academic Senate shall be a source of policy recommendations to the University President on decisions related to the following:
- 1) the academic calendar and policies governing the scheduling of classes;
  - 2) policies governing the appointment and review of academic administrators.
- D. The Academic Senate shall organize itself, adopt procedures, and appoint Chairs and members of its standing committees in accordance with its Bylaws.
- E. This outline of functions and responsibilities is intended to provide the essentials for a satisfactory system of shared governance but should not necessarily be viewed as a comprehensive enumeration of those functions and responsibilities.

**Section 2** The Academic Senate shall act for the General Faculty to formulate and to recommend policies to the University President or to other appropriate agents. The Academic Senate shall also consider and respond to policy recommendations submitted by individual members, by the General Faculty, or by the University President. The Academic Senate may refer the matter to an appropriate committee for study and recommendation, or it may refer it to the General Faculty. If any matter is referred from any source to the General Faculty and the referred matter is not acted on by the General Faculty due to lack of a quorum, then such matters will be referred to the Academic Senate for final disposition.

**Section 3** All members of the General Faculty have the right to attend Academic Senate meetings and may address the Senate with the consent of the Chair, but they shall not vote. **Other persons may attend at the discretion of the Academic Senate.**

The Academic Senate, upon a two-thirds vote of its members present, may declare a closed session.

**Section 4** Any action taken by the Academic Senate is subject to review by General Faculty. Any member of the General Faculty may require such review by (a) filing a notice of Intent to Seek Review with the Academic Senate office no later than five (5) calendar days after a report of the Academic Senate action has been distributed to the faculty and (b) filing a Petition Requesting Review, containing signatures of at least 15 percent of the members of the General Faculty, with the Academic Senate office no later than ten (10) calendar days after a report of the Academic Senate action has been distributed to the faculty. Execution of the Intent and Petition documents as specified shall result in the conduct of a referendum in which the General Faculty by vote of a majority of those voting may return the action to the Academic Senate for its reconsideration. Reconsideration may also occur if so moved by any of the Senators who voted in favor of approving the resolution(s) subject to review.

**Section 5** Actions in the form of recommendations to the University President are forwarded to the President when any one of the following has occurred:

- A. No notice of Intent to Seek Review is received at the Academic Senate office by the fifth calendar day following distribution to the faculty of a report of that action; or
- B. No valid Petition Requesting Review is received at the Academic Senate office by the tenth calendar day following distribution to the faculty of a report of that action; or
- C. A referendum fails to achieve a majority in favor of reconsideration of that action by the Academic Senate. In order to provide for a timely review, actions taken by the Academic Senate shall be reported promptly to the General Faculty.

### **Article 3 Procedures**

**Section 1** The Academic Senate shall create committees necessary to the performance of its duties and shall establish rules and procedures for these committees.

**Section 2** The Academic Senate, by vote of a majority of its total membership, shall adopt all bylaws necessary to the performance of its duties and amend them when necessary. Changes in the bylaws shall not be proposed and voted upon at the same meeting.

**Section 3** The Academic Senate shall keep a record of its proceedings and shall distribute copies of minutes to the General Faculty and appropriate administrative officers of the University.

## Article 4 Officers

**Section 1** The Officers of the Academic Senate shall consist of the Chair, the Vice Chair, and the Senate Standing Committee Chairs. The Chair and Vice Chair shall be elected to serve for two years or until their successors are elected. No member shall hold more than one office at a time, and no member shall be eligible to serve more than six consecutive years in the same office.

**Commented [MD10]:** Inconsistent with Appendix B

**Commented [MD11]:** Inconsistent with Appendix B. This may have arisen because committee chairs could theoretically serve up to 6 years, if they were the chair of the same committee for the entire time they were a Senator (which also has a max of 6 years of service)

### Section 2 Chair

A. The General Faculty Chair, by virtue of election to that office, shall serve as the Academic Senate Chair.

B. The Chair may receive assigned time commensurate with the responsibilities of the office.

**Commented [MD12]:** Inconsistent with rest of section, where the verb "will" is used, instead of "may", for the other officers

C. The duties of the Chair shall be as follows:

- 1) the Chair shall preside at the Academic Senate meetings;
- 2) the Chair shall also be the Academic Senate Executive Committee Chair;
- 3) the Chair shall be the liaison between the University President and the Academic Senate.

### Section 3 Vice Chair

A. The General Faculty Vice Chair, by virtue of election to that office, shall serve as the Academic Senate Vice Chair.

B. The Vice Chair will receive assigned time commensurate with the responsibilities of the office.

C. The duties of the Vice Chair shall be as follows:

- 1) in the absence of the Chair, the Vice Chair shall preside at the Academic Senate meetings;
- 2) the Vice Chair shall be a member of the Academic Senate Executive Committee;
- 3) in the absence of the Chair, the Vice Chair shall be the liaison between the University President and the Academic Senate.
- 4) the Vice Chair shall ensure that comprehensive minutes of the Academic Senate proceedings and actions are prepared.

- 5) as soon as possible after each Academic Senate meeting, the Vice Chair shall ensure that the draft minutes are circulated to all members, alternates, and others as requested.
- 6) After the Senate has approved the minutes, the Vice Chair will be responsible for making them available to all members of the University, and keeping them on file in the Academic Senate Office;
- 7) the Vice Chair shall ensure that minutes contain the names of those present and absent at Academic Senate meetings;
- 8) the Vice Chair shall maintain a list of official committees for which the Senate has responsibility for recommending membership.

#### Section 4 Standing Committee Chairs

- A. The Academic Senate Standing Committee Chairs shall be elected by the Academic Senate from its membership after the Senate Chair and Vice Chair have been elected.
- B. Standing Committee Chairs will receive assigned time commensurate with the responsibilities of their offices.

### Article 5 Term of Service and Recall

#### Section 1 Term of Service

- A. **Senators shall serve for a term of two years** (with the exception of the representatives to the Academic Senate CSU who are elected for three-year terms), **with terms so arranged that one-half of the Academic Senate shall be elected each year.**
- B. Each Academic Senate member, other than the officers, shall identify an alternate in the **event the** elected **member** cannot attend a Senate meeting. Standing Committee Chairs will have a representative of their Standing Committee identified as an alternate.
- C. **With the exception of the representatives to the CSU Academic Senate, no Senator shall serve** consecutively for more than six academic years.

**Commented [MD13]:** Needs to be updated for the following: ASCSU Lecturer Electorate representative (one year), ASI President or designee (one year, or term length specified by ASI), and Dean's Council representative (one year)

**Commented [MD14]:** Not all members are elected, but they're still expected to designate an alternate

**Commented [MD15]:** Inconsistent with practice with respects to the Chair and Vice Chair role. Practice has allowed up to 6 years as Senator, up to 4 years as Vice Chair, up to 4 years as Chair, and 1 year of immediate past chair (up to 15 years total)

#### Section 2 Recall

- D. Any Academic Senator or representative to the Academic Senate CSU shall be subject to a recall election by submission of a petition signed by 25 percent of his or her electorate. Alternatively, after an investigation

requested by a majority vote of the Senate, the Senate may initiate a recall election by two-thirds vote.

- E. A member of the Academic Senate or representatives to the Academic Senate CSU may be recalled by a two-thirds vote of the electorate.

### Section 3 Absences

A Senate member who does not attend or have an alternate attend, without excuse or notification, three consecutive Academic Senate meetings will be replaced by an election by the appropriate constituency.

**Commented [MD16]:** Not all members are elected, so this needs a little wordsmithing on how the replacement is selected

### Section 4 Replacement

Should the Academic Senate Executive Committee determine that an Academic Senator should be replaced because of recall or resignation, or two semesters leave, a replacement shall be elected by the same constituency that elected the Senator, to serve out the remainder of the term. *(Revised 2023–2024)*

**Commented [MD17]:** See previous comment with respects to "elected" and "election"

## Article 6 Agenda

The agenda shall be circulated among the General Faculty at least two days prior to the Academic Senate meeting. Any General Faculty member may transmit topics or proposals to the Senate if the topics are within the Senate's jurisdiction.

## Article 7 Meetings

The Academic Senate shall hold regularly scheduled meetings at least twice a month during the academic year while classes are in session except when the Executive Committee determines that the flow of Senate business does not warrant a meeting. Whenever deemed necessary, the Executive Committee may also call special Academic Senate meetings.

## Article 8 Academic Senate Committees

### Section 1 Standing Committees

- A. Standing committees shall make recommendations to the Academic Senate regarding matters of policy, within the limits prescribed for them by the Academic Senate, and by this Constitution and its bylaws.
- B. The Executive Committee and the Elections Committee shall be sole standing committees established by this Constitution. Other standing committees shall be established in the Bylaws of this Constitution.
- C. All standing committees shall report regularly to the Academic Senate concerning committee activities.

**Section 2** Executive Committee

- A. Membership: The Executive Committee shall consist of:
  - 1) the current Chair;
  - 2) the Vice Chair;
  - 3) the Standing Committee Chairs;
  - 4) the two representatives to the Academic Senate CSU
  - 5) the immediate previous Senate Chair, will serve for a period of one year, ex officio; and
  - 6) the Provost (and Vice President for Academic Affairs) serves ex officio and non-voting.
- B. Duties:
  - 1) in addition to its other duties, the Executive Committee shall prepare the agenda for the Academic Senate meetings;
  - 2) the Executive Committee shall interpret the meaning and intent of all articles of the Constitution and Bylaws, subject to approval by the University President;
  - 3) the Executive Committee shall recommend the appointment of Standing Committee members to the Senate for approval;
  - 4) during the Fall, and Spring Semesters, whenever classes are not in session, a majority of the Executive Committee members shall act as an Interim Academic Senate. All policy decisions made by this body shall be reported to the next regular Academic Senate meeting for approval. During the Summer Semester the Interim Academic Senate shall consist of the outgoing and incoming Executive Committee members.

**Commented [MD18]:** Repetitive from earlier Article 1, Section 2

**Commented [MD19]:** In fact, we missed updating the wording here with last year's resolution about the ASCSU Lecturer Electorate Representative

**Section 3** Elections Committee

- A. Membership: The Academic Senate Vice Chair shall serve as the Elections Committee Chair. The Chair of each School Elections Committee shall serve as a member of the Academic Senate Elections Committee.

**Commented [MD20]:** This committee is also defined earlier in the Handbook in Section 202.6

**Commented [MD21]:** Missed a School to College update here

- B. Duties: The Elections Committee shall administer all Academic Senate and General Faculty elections using the “single-transferable-vote system,” based on preferential voting as described in Robert’s Rules of Order.

**Section 4** Ad Hoc Committees

- A. Academic Senate Ad hoc committees may be established by the Academic Senate or by the Executive Committee with Academic Senate approval.
- B. The University President may, upon a request from the Academic Senate, select one representative to membership on an ad hoc committee.

**Article 9 Amendments to this Constitution**

**Section 1** Proposal of Amendments

- A. The Academic Senate, whenever a majority of its membership present deem it necessary, shall propose amendments to the Constitution. Proposed amendments shall receive a first and second reading.
- B. Amendments to this Constitution may also be proposed by a petition of 20 percent of the General Faculty.

**Section 2** Approval of Amendments

- A. Amendments to this Constitution shall be confirmed by an affirmative vote by two-thirds of the members of the General Faculty voting.
- B. A copy of proposed amendments shall be sent to every faculty member at least two weeks before voting takes place.
- C. Amendments are subject to approval by the University President.

Approved by the Academic Senate May 29, 2008  
Amendments Voted on and Passed by General Faculty October 30, 2008

**Commented [MD22]:** Dates were not updated for the ratification of the ASCSU Lecturer Electorate Representative changes last year

**Katherine Van Grinsven**

---

**From:** Danielle Solano  
**Sent:** Friday, February 20, 2026 5:44 PM  
**To:** Senate Executive Committee Group  
**Subject:** RES 202111 Graduate Student Grievances and Appeals - Handbook Change  
**Attachments:** President Approved RES 202111 Graduate Students Grievances and Appeals-Handbook Change.pdf; Memo to President RES 202111 Graduate Students Grievances and Appeals - Handbook Change.pdf; RES 202111 Graduate Students Grievances and Appeals – Handbook Change\_ASSSS.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi all,

Sending this around since there was some informal discussion about the student ombudsperson. It looks like there were some changes made to this section of the handbook that weren't incorporated.

Katie...could you please explore if there was a reason that it wasn't incorporated? If it was just overlooked, we'll have to add it.

Thanks,

--Dani

Danielle Solano, Ph.D.  
Professor, Department of Chemistry & Biochemistry  
California State University, Bakersfield

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\*\*\*Schedule an appointment with me on [Runner Connect](#) or [Acuity Scheduling](#)

 [Book time to meet with me](#)

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD  
ACADEMIC SENATE

AS&SS

**Graduate Student Grievances and Appeals – Handbook Change**

RES 202111

**RESOLVED:** That University Handbook language and the catalog process for graduate student grievances and appeals be revised.

**RATIONALE:** Graduate programs are different from undergraduate programs in several ways that necessitate a unique grievance/appeals process. The current process, as outlined in the catalog, has been effective and addresses some of the unique requirements of graduate programs including (1) that the review process be timely due to the short degree time in graduate programs, (2) that the review process recognize the structure of graduate programs, (3) that the policy recognize that we have historically had an issue with programs being too lenient in response to appeals (rather than too strict) and this has sometimes threatened program certifications and accreditation, and (4) that the current policy meets the accreditation and certification requirements for our existing graduate programs.

Some changes (mostly minor) are suggested for the graduate process to more closely align the language and processes used for undergraduate and graduate processes, while still maintaining some of the differences that are necessitated by the differences between undergraduate and graduate programs.

**Attachment:**

Graduate grievance procedures GCD – Markup Draft

Approved by the Academic Senate November 19, 2020

Sent to the President December 1, 2020

Approved by the President December 1, 2020

**Distribution List:**

President

Provost & Vice President of Academic Affairs

Interim AVP Faculty Affairs

Interim AVP Academic Affairs and Dean Academic Programs

School Deans

Interim Dean Graduate and Undergraduate Studies

Department Chairs

General Faculty

**Referral:** Align University Handbook language and the catalog process for **graduate** student grievances and appeals with the current policy.

**Rationale:** Graduate programs are different from undergraduate programs in several ways that necessitate a unique grievance/appeals process. The current process, as outlined in the catalog, has been effective and addresses some of the unique requirements of graduate programs including (1) that the review process be timely due to the short degree time in graduate programs, (2) that the review process recognize the structure of graduate programs, (3) that the policy recognize that we have historically had an issue with programs being too lenient in response to appeals (rather than too strict) and this has sometimes threatened program certifications and accreditation, and (4) that the current policy meets the accreditation and certification requirements for our existing graduate programs.

Some changes (mostly minor) are suggested for the graduate process to more closely align the language and processes used for undergraduate and graduate processes, while still maintaining some of the differences that are necessitated by the differences between undergraduate and graduate programs.

DRAFT – Graduate Policies and Curriculum Committee

Summary of Suggested Changes

Current Undergrad Process	Current Grad Process	New Grad Process
"Student Complaint and Grievance Process"	"Appeals and Grievances"	"Student Complaints and Grievances Process"
<p>Informal Stage (i.e. complaint)</p> <ul style="list-style-type: none"> <li>• Student brings complaint to instructor</li> <li>• If unresolved, student brings complaint to chair</li> <li>• If unresolved, student brings complaint to school dean</li> <li>• If unresolved, student can file a formal grievance</li> </ul>	<p>Informal Stage</p> <ul style="list-style-type: none"> <li>• Student brings complaint to graduate program or credential director</li> <li>• If unresolved, student can file a formal grievance</li> </ul>	<p>Informal Stage (i.e. complaint)</p> <ul style="list-style-type: none"> <li>• Student brings complaint to instructor (<i>only applicable if course or grade related</i>)</li> <li>• Student brings complaint to graduate program or credential director for internal program review</li> <li>• If unresolved, student can file a formal grievance</li> <li>• <u>Student has option to involve ombudsperson at any stage of grievance process</u></li> <li>•</li> </ul>
<p>Formal Stage (i.e. grievance)</p> <ul style="list-style-type: none"> <li>• Student completes "Student Grievance Form"</li> <li>• Students obtains signatures from instructor, chair, and school dean</li> <li>• Student submits form to Academic Programs</li> </ul>	<p>Formal Stage</p> <ul style="list-style-type: none"> <li>• Student completes "Academic Appeal Form"</li> <li>• Student obtains signature and recommendation from program director</li> <li>• Form routed to school dean for signature and recommendation</li> <li>• Form routed to Academic Programs for Associate Dean signature and decision</li> </ul>	<p>Formal Stage (i.e. grievance)</p> <ul style="list-style-type: none"> <li>• Student completes "Graduate Student Grievance Form"</li> <li>• Student obtains signature and recommendation from program director</li> <li>• Form routed to school dean for signature and recommendation</li> <li>• Form routed to Academic Programs for Associate Dean of Graduate Studies signature and decision</li> </ul>
<p>Hearing Stage</p> <ul style="list-style-type: none"> <li>• Board members composed of 2 undergrad students, 3 faculty (2 tenured), and 1 SSP</li> <li>• Associate Dean schedules hearing</li> <li>• Hearing held</li> <li>• Decision made and communicated to student and instructor</li> </ul>		<i>No applicable graduate process</i>
<p>Appeal Stage</p> <ul style="list-style-type: none"> <li>• Associate Dean can reject the appeal or refer to President</li> <li>• President's decision is final</li> </ul>		<p>Appeal Stage</p> <ul style="list-style-type: none"> <li>• Student can appeal the decision of the Associate Dean of Graduate Studies to the AVP AA.</li> <li>• AVP AA can reject the appeal or refer to President</li> <li>• President's decision is final</li> </ul>

**PROPOSED UNIVERSITY CATALOG REVISIONS**

**Division of Graduate Studies**

**Complaints Appeals and Grievances**

A graduate or post-baccalaureate student who experiences difficulties arising from course evaluation, judgment of performance, graduate degree requirements, advancement to candidacy, general regulations, and/or other grievance situations should discuss the issues first with the appropriate graduate or credential program director. ~~If the complaint is still unresolved at this point, the student may then, and only then, file a formal grievance using the Graduate Student Grievance Form. wishes to challenge any decision, the student must appeal to~~ The grievance will be reviewed, in sequential order, by (1) the graduate program following internal policies and overseen by the program director, (2) the relevant school ~~academic~~ dean, and, finally, (3) the Associate Dean of Graduate Studies ~~AVP for Academic Affairs~~. ~~The Associate Dean of Graduate Studies will review the grievance and review process and will make a final decision on the grievance.~~ The formal appeal process must be initiated within one semester of the incident giving rise to the grievance (excluding summer term). A separate policy applies to appeals of a denial of admission. Please see section titled Denial of Admission for information regarding that policy.

**PROPOSED UNIVERSITY HANDBOOK REVISIONS**

**APPENDIX D: STUDENT COMPLAINT AND GRIEVANCE PROCEDURES**

The policy and procedures specified herein deal only with individual student complaints and/or grievances against the actions and/or decisions of faculty, academic administrators, or staff professionals. The complaints and/or grievances may concern but are not restricted to (1) an assigned final course grade, (2) administration of records, (3) re-admission to a program, or (4) requirements for program completion.

Group grievances are not permitted. Complaints and/or grievances will not involve allegations of dishonesty or abuse of professional responsibility as such allegations fall strictly under formal University disciplinary proceedings.

Procedures for redress of grievances must protect the respondent against unsubstantiated and false charges of bias or unfairness. Therefore, in a grievance there is a presumption that procedures have been fairly followed. It is the responsibility of the grievant to demonstrate otherwise. The final responsibility for assigning or changing a student's record rests solely with the faculty, academic administrators, or staff professional. In this document, a student can refer to baccalaureate or post-baccalaureate (graduate) levels, with level of specificity indicated where procedures differ. Post-baccalaureate students enrolled in a second baccalaureate degree program are governed by the academic standards of undergraduate students.

**Article I Definitions**

**Section 1**

- A. **“Complaint”** is defined as any unwritten dispute arising with a student under terms of Article 2. A “Complaint” may be any point of issue between a student and faculty, academic administrator, or staff professional, in which a student feels an abridgement of academic rights or benefits has occurred.
- B. **“Grievance”** is defined as a written dispute arising with a student under terms of Article 2. A “Grievance” is a difference, presented in writing, that may arise between a student and faculty, academic administrator, or staff professional, with respect to, but not necessarily limited to:
- 1) violation of established academic policies and regulations: defined as those policies and regulations outlined in the respondent's course syllabus, the University's current Catalog, and/or the University's current Class Schedule. (e.g., examination policies, advisement policies, registration procedures, etc.) The violation must have resulted in a direct and adverse impact on the Grievant's student record.
  - 2) Clerical error: A “clerical error” means an error made by the faculty, academic administrator, or staff professional, in reviewing, estimating, evaluating, or posting student records.
  - 3) Prejudicial evaluation: For prejudicial evaluation to be present, the faculty, academic administrator, or staff professional must have applied a different standard to the Grievant than

applied to other students in the same situation. Also, the action must have adversely impacted the Grievant's student record.

- 4) ~~Capricious~~Arbitrary or capricious, ~~or unequal/inconsistent~~ evaluation: For ~~arbitrary or capricious, or unequal/inconsistent~~ evaluation to be present, the faculty, academic administrator, or staff professional must have changed the standards of evaluation during the semester without notification. ~~Since changes in evaluation standards can and do occur during a semester, the~~ change must have occurred abruptly ~~and/or~~ without ~~justified~~apparent reason ~~(e.g., two days after the mid-term examination and without prior discussion, the faculty member declares there will be a series of short quizzes)~~. Finally, for ~~arbitrary or capricious, or unequal/inconsistent~~ evaluation to be present, the Grievant has to show that the change had a direct, singular, and adverse impact on the Grievant's student record.

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- C. "Grievant" is defined as the individual lodging the complaint and/or grievance.  
D. "Respondent" is defined as the faculty, academic administrator, or staff professional most directly responsible for the alleged action(s) and/or decision(s) resulting in the complaint and/or grievance.

## Article 2 General Provisions

**Section 1** ~~It is the desire of the University that any Grievance be handled in a timely manner. The~~ Grievance procedures must adhere to the time deadlines stated in the grievance procedures.

**Section 2** This document is not intended to inhibit the resolution of a problem in any satisfactory informal way.

**Section 3** At any point in these grievance proceedings the Grievant may move to withdraw the Grievance or accept a solution.

**Section 4** The Ombuds~~man~~person may be consulted by the Grievant at the earliest opportunity. Deadlines may be extended at the request of the Ombuds~~man~~person to the relevant School Dean or the Academic Vice President (e.g., if the Grievant is in a course of the respondent the following semester, an extension may be granted).

**Section 5** The University has a strict policy of zero tolerance of actual or implied violence. If at any time a Grievant engages in harassment or intimidation, the grievance will immediately become a disciplinary matter to be dealt with by campus security.

**Section 6** Complaints and/or Grievances may be brought against the actions and/or decisions of faculty, administrators, staff in admissions, records, financial aid, counseling, placement or other student service offices for failure to adhere to written campus policies or for procedures or actions that constitute arbitrary ~~or~~, capricious, ~~or unequal/inconsistent~~ application of those procedures.

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**Section 7** A complaint and/or grievance may be initiated on the basis of a claim of: (refer to Article 1 for definitions)

- A. Violation of established academic policies and regulations
- B. Clerical error
- C. Prejudicial evaluation
- D. ~~Arbitrary or~~ Capricious, ~~or unequal/inconsistent~~ evaluation

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## Article 3 Complaint Procedures

### PART A: Undergraduate student procedures

**Section 1** Before resorting to grievance, a student shall exhaust all complaint procedures herein at the department level. Grievance procedures, as outlined in Article 4, should not be invoked until the complaint has been thoroughly addressed at the department level.

**Section 2** The student shall first address the complaint to the concerned faculty, academic administrator, or staff professional most directly responsible for the alleged action(s) and/or decision(s) resulting in the complaint. Complaints shall be initiated within one semester, excluding summer, of the incident giving rise to the complaint. If the complaint cannot be resolved by the student and faculty, academic administrator, or staff professional, the student should meet with the Department Chairperson/Director to discuss their complaint.

**Section 3** If the student and the Department Chairperson/Director cannot resolve the complaint, the student should meet with the appropriate school or departmental Dean to discuss their complaint.

**Section 4** If the complaint is still unresolved after this point, the student may then, and only then, file a written grievance as outlined in Article 4. In no case should the informal resolution of a complaint take longer than one semester (excluding summer) and formal grievances must be initiated within one semester of the incident giving rise to the grievance.

### PART B: Graduate student procedures

**Section 1** Before resorting to grievance, a student shall exhaust all complaint procedures within their program. Grievance procedures, as outlined in Article 4, should not be invoked until the complaint has been thoroughly addressed within the graduate program.

**Section 2** The student shall first address the complaint to the concerned faculty, academic administrator, or staff professional most directly responsible for the alleged action(s) and/or decision(s) resulting in the complaint. Complaints shall be initiated within one semester, excluding summer, of the incident giving rise to the complaint. If the complaint cannot be resolved by the student and faculty, academic administrator, or staff professional, the student should meet with the Graduate Program Director to discuss their complaint.

**Section 3** If the complaint is still unresolved after this point, the student may then, and only then, file a written grievance as outlined in Article 4. In no case should the informal resolution of a complaint take longer than one semester (excluding summer) and formal grievances must be initiated within one semester of the incident giving rise to the grievance.

**Section 4** The student can exercise the right to involve the ombudsperson at any stage in the grievance process.

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## Article 4 Grievance Procedures

### PART A: Undergraduate student procedures

**Section 1** Before a student may invoke the grievance procedures specified herein, the student shall first exhaust all complaint procedures as outlined in Article 3. In no case should the informal resolution of a complaint take longer than one semester (excluding summer) and formal grievances must be initiated within one semester of the incident giving rise to the grievance.

**Section 2** A student may initiate formal grievance procedures by filing an Undergraduate Student Grievance Form with the Office of the Academic Vice President, or designee, within a period of two (2) weeks following the date that the complaint procedures were concluded, as indicated by the relevant Dean.

**Section 3** Upon receiving a written notice of grievance, the Academic Vice President shall inform the Presiding Officer of the Grievance Review Board, the Ombudsmanperson, and the appropriate Dean of the School or Department, in which the grievance occurred, of the grievance. The Grievance Review Board Presiding Officer shall verify that the student has complied with all procedures outlined in Article 3.

**Section 4** At any point in these formal grievance proceedings the Grievant may move to withdraw the grievance or accept an informal solution.

#### **PART B: Graduate student procedures**

**Section 1** Before a student may invoke the grievance procedures specified herein, they shall first exhaust all complaint procedures as outlined in Article 3. In no case should the informal resolution of a complaint take longer than one semester (excluding summer) and formal grievances must be initiated within one semester of the incident giving rise to the grievance.

**Section 2** A student may initiate formal grievance procedures by filing a Graduate Student Grievance Form with their relevant Graduate Program Director within a period of **two (2) weeks** following the date that the complaint procedures were concluded.

**Section 3** Upon receiving a written notice of grievance, the Graduate Program Director will verify that the student has complied with all procedures outlined in Article 3. The Graduate Program Director will then initiate the graduate grievance review procedure.

**Section 4** The Graduate Program Director will review the grievance or the Graduate Program Director will oversee the internal program process for grievance review and will make ~~their~~ recommendation on the grievance form and route it to the school dean along with any relevant documentation. The school dean or their designee will review the grievance and will make their recommendation on the grievance form and route it to the Associate Dean of Graduate Studies. The Associate Dean of Graduate Studies will review the grievance and review process and will make a final decision on the grievance.

**Section 5** At any point in these formal grievance proceedings the Grievant may move to withdraw the grievance. If the Grievant does not withdraw their grievance, the grievance review process will continue through all stages of recommendation and review as outlined in Section 4.

#### **Article 5 Grievance Review Board**

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**Undergraduate student procedures (no equivalent graduate student procedures)**

**Section 1** Be it that grievances may encompass both academic and non-academic issues, the Grievance Review Board shall be composed of seven persons: the Presiding Officer, three full-time faculty members, at least two of whom shall be tenured members of academic departments, one full-time student-service professional staff members, and two full-time students.

**Section 2** The Presiding Officer shall be the Dean of Academic Programs or ~~his/her~~ designee. ~~He/she~~~~This designee~~ shall be responsible for ensuring that all procedures are followed in the seating of the Review Board and in the conduct of its hearings and deliberations. The Presiding Officer shall vote only in case of a tie. The Presiding Officer shall also insure that all participants in each hearing are officially notified of the confidential nature of the hearing and all information and data presented therein.

**Section 3** The Grievance Review Board shall be a standing committee, with board members selected each academic year. At the beginning of each academic year, the Presiding Officer shall draw two names from the pool of currently enrolled full-time students, three names from the pool of full-time faculty at least two of whom should be tenured members of academic departments, and one name from the pool of full-time student-service professional staff. Administrative-level Faculty and staff personnel will be excluded from the pool. University policy regarding definitions of full-time faculty, staff members, administrators, and students shall apply. Upon selection, if a faculty, staff, or student declines to serve, another name shall be drawn in their place. Once the position is accepted, it will be for the duration of the academic year.

**Section 4** After the regular Board members are selected, alternates shall be drawn using the same method. Three full-time faculty, one full-time student-service professional staff, and two full-time students shall be selected as alternates.

**Section 5** Any board member, other than the Presiding Officer, may be permanently replaced with an alternate during the academic year:

- A. if faculty or staff - are no longer employed by CSUB as a full-time employee;
- B. if a student - are no longer enrolled full-time or if placed on academic probation in any semester during the academic year of service.
- C. if absent from any scheduled meeting of the Grievance Review Board, in which member notification and availability were confirmed, then the Presiding Officer may permanently remove that member from the board ~~at his/her discretion~~.
- D. if deemed to be exhibiting inappropriate behavior via a consensus vote of all remaining members of the board.

**Section 6** If a board member is replaced with an alternate, then the Presiding Officer shall immediately draw another name from the appropriate pool to fill the vacant alternate position.

**Section 7** A quorum shall consist of all current members of the Grievance Review Board, excluding alternates.

**Section 8** All hearings shall be closed. The Grievant and the Respondent shall each have the right to have the Ombuds~~person~~~~man~~ present as a non-participant observer at the hearings. Attendance shall be limited to the Grievant, the Respondent, the ~~Ombudsman~~~~Ombudsperson~~, witnesses, if any, while giving evidence, and the Review Board. Since this is not a legal action and grievant has ultimate legal recourse, attorneys shall be excluded.

- Section 9** Formal grievance hearings shall not be held during the Summer or ~~Christmas-Winter~~ breaks unless Grievant, Respondent, entire Board, and witnesses agree. Every effort shall be made to resolve the grievance within the term filed.
- Section 10** The Presiding Officer shall inform all parties to the grievance of the time, date, and location of the hearing, names of the presiding board members, as well as decisions on other matters that may affect the hearing.
- Section 11** Both the Grievant and the Respondent then have two working days after the date of notice of presiding board members in which they may each request to the Presiding Officer up to one board member be temporarily replaced with an alternate due to cause. The Presiding Officer shall immediately grant or deny such requests, and these decisions shall be final for all purposes. Those temporarily excused for cause shall regain their positions once the Review Board's proceedings for that specific grievance have concluded.
- Section 12** The Board shall normally convene within fourteen (14) working days from notice of grievance. The Presiding Officer shall be responsible for meeting with the Board at an appropriate time before the beginning of the hearing to familiarize the members with the procedures, as outlined in Article 6.
- Section 13** The content of the proceedings in a grievance hearing is confidential, and the Board recommendations resulting there from shall not be made public by any participant in the hearings. In the event these matters should become public, the University, as are appropriate, may make such public statements. This policy of confidentiality shall not preclude such discussion of the case by the opposing parties as may be necessary to prepare for the hearings.
- Section 14** Subject to Sections ~~15-23~~ below, both the Grievant and the Respondent may offer evidence and call witnesses, with the Grievant doing so first.
- Section 15** Within the guidelines established by these procedures, and subject to overrule by a majority of Board members, the Presiding Officer may establish necessary rules for the conduct of the hearing, including decisions involving procedural issues.
- Section 16** Any relevant evidence shall be admitted and the Presiding Officer shall have the discretion to rule out evidence if ~~in his/her judgment~~ such evidence is essentially repetitious or irrelevant.
- Section 17** During the course of the proceedings the Grievant and the Respondent shall not discuss the case with members of the Review Board outside the hearings. If, in the judgment of the Board either Grievant or Respondent has harassed or attempted to intimidate the other or any Board member, the Board may initiate disciplinary procedures. (See Article 8 below)
- Section 18** Both parties may make an opening statement. The Grievant has the burden of proof, and shall demonstrate by a preponderance of evidence that ~~he/she~~ **the Grievant** was directly wronged by the action that gave rise to the Grievance. After the opening statements, both parties shall answer questions the Board may have regarding the case. Both parties may then question each other, as well as all witnesses. Any documents submitted as evidence shall be made available by the Presiding Officer to both parties.
- Section 19** The Grievant or Respondent may sign a waiver allowing the Board to have access to confidential information pertinent to the case. However, the rights of privacy of third parties (such as other students in the course who are not involved in the case, or other faculty who may teach similar courses) shall be respected.
- Section 20** The Grievant and Respondent may request information from each other concerning the case. The Grievant, for example, may request a class list with student names and an overall

grade distribution, but in no circumstance will the grades- ~~earned by~~~~given to~~-specific students in the course, or student identification numbers, be released without their written permission.

Moreover, the Board shall not have access to, nor consider, records of testimony about previous academic performance of the Grievant in other courses or in prior grievances.

**Section 21** The Board shall not have access to nor consider records of testimony about the previous use of sanctions by the Respondent nor previous instances of grievances.

**Section 22** A tape recording of the hearing shall be kept and filed in the Office of the Academic Vice President. It shall be retained for two calendar years, and then shall be erased. The tape recording is to remain confidential.

**Section 23** Each party may present a closing statement. ~~with~~The Respondent ~~going presents~~ first. Any closing statements shall be limited to the evidence presented. There shall be no questioning of the parties during or after the closing statements.

## Article 6 Grievance Review Board Decisions & Ad Hoc Assessment Committee

### Undergraduate student procedures (no equivalent graduate student procedures)

**Section 1** The decision of the Board must be consistent with campus and CSU policy. The Presiding Officer shall notify the Grievant, Respondent, and the appropriate administrator of the Board's finding.

**Section 2** If the Board found that a legitimate grievance has occurred, the Presiding Officer shall request the Respondent to reconsider the grieved action in light of the Board's finding. If the Respondent agrees, ~~he/she shall make the~~ appropriate corrective action must be initiated within seven (7) working days after notification of the Board's finding.

**Section 3** If the Board recommends the appropriate corrective action ~~change~~ but the Respondent refuses to accept it, then the Presiding Officer shall convene an ad hoc Assessment Committee composed of two faculty or two staff members whose field of expertise is appropriate for suitable evaluation. The Presiding Officer shall be a non-voting member of the Assessment Committee. The Presiding Officer shall inform the Respondent of the decision reached by the Assessment Committee.

**Section 4** If the Respondent refuses to comply with the decision of the Assessment Committee, ~~he/she shall notify~~ the Presiding Officer must be notified by the Respondent within seven (7) working days after receiving notice of the committee's decision.

**Section 5** In the event the Respondent refuses to comply with the decision of the Assessment Committee, the Presiding Officer shall refer the matter to the University's President for final resolution.

## Article 7 Appeals

### PART A: Undergraduate student procedures

**Section 1** Either the Grievant or the Respondent may appeal the finding of the Grievance Review Board, but the Respondent may not appeal the decision of the Assessment Committee. The party wishing to appeal the finding of the Grievance Review Board must deliver a written appeal to the Presiding Officer, with copies to the opposing party. This appeal shall be delivered to the Presiding Officer within fourteen (14) working days from the date of the receipt of the finding of the Grievance Review Board.

**Section 2** The only grounds for appeal are:

- A. Substantial departure from the procedures established in this document so as to seriously prejudice the outcome of the hearing;
- B. Prejudicial treatment by the Grievance Review Board.

**Section 3** The appeal document shall specify the following:

- A. That it is an appeal;
- B. The name and current address and telephone number of the person making the appeal;
- C. The reasons for the appeal and the facts supporting those reasons.

**Section 4** The Presiding Officer may bring final resolution to the grievance by either electing to reject the appeal based on lack of evidence, or by referring the matter to the University's President. The Presiding Officer's decision to either reject, or refer, the appeal shall be final for all purposes. If referred, the President's decision shall be final.

#### **PART B: Graduate student procedures**

**Section 1** Either the Grievant or the Respondent may appeal the decision of the Associate Dean of Graduate Studies. The party wishing to appeal the decision must deliver a written appeal to the AVP Academic Affairs with copies to the opposing party. This appeal shall be delivered within fourteen (14) working days from the date of notification of the decision from the Associate Dean of Graduate Studies.

**Section 2** The only ground for appeal is a -substantial departure from the procedures established in this document so as to seriously prejudice the outcome.

**Section 3** The appeal document shall specify the following:

- A. That it is an appeal;
- B. The name and current address and telephone number of the person making the appeal;
- C. The reasons for the appeal and the facts supporting those reasons.

**Section 4** The AVP Academic Affairs may bring final resolution to the grievance by either electing to reject the appeal based on lack of evidence, or by referring the matter to the University's President. The AVP Academic Affairs's decision to either reject, or refer, the appeal shall be final for all purposes. If referred, the President's decision shall be final.

#### **Article 8 Grounds for Disciplinary Action**

**Section 1** Students and faculty are subject to disciplinary action if they knowingly make false statements or act in any other way with malicious intent within the provisions of this document.

**Section 2** The Presiding Officer of the Review Board (**undergraduate grievances**) or the Associate Dean of Graduate Studies (**graduate grievances**) shall immediately bring all such cases before the appropriate disciplinary bodies for review.

## **Article 9 Procedures for Reporting**

**Section 1** At the end of the academic year, the Presiding Officer of the Grievance Review Board shall report to the Academic Senate the number of **undergraduate** cases heard and the disposition of each case.

**Section 2** At the end of the academic year, the Associate Dean of Graduate Studies shall report to the Academic Senate the number of graduate grievances that were reviewed and the disposition of each case.

## **Article 10 Procedures for Revision**

**Section 1** These procedures are subject to change by majority vote of the Academic Senate. The President is responsible for ensuring that any revisions conform to Executive Order No. 1037320 of the Office of the Chancellor.

## **Article 11 Proceedings Orientation**

### **Undergraduate student procedures (no equivalent graduate student procedures)**

**Section 1** The Presiding Officer of the Review Board shall conduct an orientation prior to the commencement of proceedings to be attended by all Board members, the Grievant and the Respondent.

**Section 2** During the orientation, the following shall be reviewed:

- A. The scope of allowable grievances as outlined in Articles 1 and 2.
- B. The rules governing the proceedings as outlined in Articles 5 and 8.

**UNDERGRADUATE STUDENT GRIEVANCE FORM**

A separate procedure is available for students filing a discrimination, harassment, or retaliation complaint. Those procedures and forms may be found online at <http://www.csub.edu/academicprograms/Complaints%20and%20Grievances/index.html>

This form is to be used by students requesting a formal hearing as outlined in the Student Complaint and Grievance Procedures. This form, when completed, must be presented to the Office of Academic Programs, Education Building, Room 242. Information and assistance in completing the grievance statement below may be obtained from the Ombudsperson in the Counseling Center.

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**GRIEVANCE AGAINST THE GRADE/ACTION OF:**

1. Name: \_\_\_\_\_ Department: \_\_\_\_\_

2. Is this grievance based on unlawful discrimination, harassment or retaliation?  No  Yes (see first paragraph above)

3. Is this a grade grievance? If yes, complete the following information:  
Course: \_\_\_\_\_ Term/Year: \_\_\_\_\_ Grade Received: \_\_\_\_\_

4. If this is not a grade grievance, briefly state your complaint. **Attach additional sheets to this form as needed.**  
\_\_\_\_\_

5. Grounds for Academic Grievance (clerical error, prejudicial evaluation, discrimination, or capricious evaluation) or grounds for Non-academic Grievance. **Attach additional sheets to this form as needed.**  
\_\_\_\_\_  
\_\_\_\_\_

6. Remedy sought: \_\_\_\_\_  
\_\_\_\_\_

7. Narrative data/factual support (include names, departments, dates, times, records, etc.) for the alleged wrong. **Must attach on a separate sheet(s).**

The following **signatures are required**. If you are unable to obtain a signature, indicate the process you have taken to obtain signatures on a separate sheet and attach directly behind this form. By signing below, all parties agree that informal efforts have been exhausted to resolve the issues being grieved.

Faculty (or Respondent) Name: \_\_\_\_\_

Faculty (or Respondent) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair Name: \_\_\_\_\_

Department Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(if not applicable, Dean/Administrator signs)

School Dean Name: \_\_\_\_\_  
(or appropriate Administrator)

School Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# CSU Bakersfield

Academic Affairs

Office of the Associate Vice President for Academic Programs and  
Dean, Undergraduate/Graduate Studies

Mail Stop: 11 EDUC  
9001 Stockdale Highway  
Bakersfield, California 93311-1022  
(661) 654-3420  
(661) 654-6911 FAX  
[www.csub.edu/academicprograms](http://www.csub.edu/academicprograms)

## **Academic Appeal Graduate Student Grievance Form** Graduate and Post-Baccalaureate Students

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Address: \_\_\_\_\_  
Street # & Name City State Zip

Telephone: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

Program: \_\_\_\_\_ Director Name: \_\_\_\_\_

Description of Request or ~~Complaint~~Grievance: \_\_\_\_\_  
\_\_\_\_\_

Basis for Request or ~~Complaint~~Grievance: \_\_\_\_\_  
\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Required Signatures:*

All the following **signatures are required**. If you are unable to obtain a signature, indicate the process you have taken to obtain signatures on a separate sheet and attach directly behind this form.

Program Director Signature: \_\_\_\_\_  Recommend  Do Not Recommend

Basis for Recommendation: \_\_\_\_\_

Dean of School Signature: \_\_\_\_\_  Recommend  Do Not Recommend

Basis for Recommendation: \_\_\_\_\_

Academic Programs Signature: \_\_\_\_\_  Approved  Denied

Associate Dean of Graduate Studies Signature: \_\_\_\_\_  Approved  Denied

Basis for Approval/Denial: \_\_\_\_\_

DRAFT – Graduate Policies and Curriculum Committee

[Type here]



# CSU Bakersfield

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Office of the Academic Senate  
California State University, Bakersfield  
9001 Stockdale Highway  
Bakersfield, CA 93311-1022  
ebywaters@csub.edu

## MEMORANDUM

**DATE:** December 1, 2020  
**TO:** Lynnette Zelezny, President  
**FROM:** Aaron Hegde, Academic Senate

**CC:** Vernon Harper, Provost & Vice President of Academic Affairs  
Bruce Hartsell, Interim AVP Faculty Affairs  
Debra Jackson, Interim AVP Academic Affairs and Dean Academic Programs  
Robert Frakes, Dean Arts and Humanities  
Angappa Gunasekaran, Dean Business and Public Administration  
Todd McBride, Interim Dean Natural Science, Mathematics and Engineering  
James Rodriguez, Dean Social Sciences and Education  
Doreen Facile-Anderson, Interim Dean CSUB Antelope Valley  
Mark Novak, Dean Extended Education and Global Outreach  
Luis Vega, Interim Dean Graduate and Undergraduate Studies  
Department Chairs  
General Faculty

**SUBJECT:** Resolution 202111 Graduate Students Grievances and Appeals – Handbook Change

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On November 19, 2020 the CSUB Academic Senate approved the resolution “Resolution 202111 Graduate Students Grievances and Appeals – Handbook Change” as presented on the Senate floor on November 19, 2020.

There is a mandatory five-day waiting period before any Senate action becomes final. No petition to seek review was filed during the five-day waiting period for this particular Senate action. As a result, the resolution is now officially ready for your approval.

Feel free to contact me if you have any questions.



# CSU Bakersfield

Office of the President

Mail Stop: 33 BDC  
9001 Stockdale Highway  
Bakersfield, California 93311-1022

(661) 654-2241  
(661) 654-3188 FAX  
[www.csub.edu](http://www.csub.edu)

## MEMORANDUM

**DATE:** December 1, 2020

**TO:** Dr. Aaron Hegde, Chair  
Academic Senate

**FROM:** Lynnette Zelezny, Ph.D., M.B.A.  
President

**SUBJECT:** Approval of RES 202111– Graduate Students Grievances and Appeals – Handbook Change

---

I am pleased to approve the above-referenced resolution, which was approved by the CSUB Academic Senate on November 19, 2020. Please extend my appreciation to the Academic Support and Student Services Committee for their careful review of the Resolution.

- c: Dr. Vernon B. Harper, Jr., Provost and Vice President for Academic Affairs  
Bruce Hartsell, Interim AVP Faculty Affairs  
Dr. Debra Jackson, Interim AVP Academic Affairs and Dean Academic Programs  
Dr. Robert Frakes, Dean Arts and Humanities  
Dr. Angappa Gunasekaran, Dean Business and Public Administration  
Dr. Todd McBride, Interim Dean Natural Sciences, Mathematics, and Engineering  
Dr. James Rodriguez, Dean Social Sciences and Education  
Dr. Doreen Facile-Anderson, Interim Dean CSUB Antelope Valley  
Dr. Mark Novak, Dean, Extended Education and Global Outreach  
Dr. Luis Vega, Interim Dean Graduate and Undergraduate Studies  
Department Chairs  
General Faculty

**Topic:** Proposed updates to: 308.2.4 Emeriti Privileges and Public Announcement

**Katherine Van Grinsven**

---

**From:** Melissa Danforth  
**Sent:** Friday, December 12, 2025 4:36 PM  
**To:** Deborah Thien; John Tarjan  
**Cc:** Katherine Van Grinsven  
**Subject:** RE: Potential Resolution on Inclusion of Emeriti Individuals in Social Events

This might also be an ITS issue, in terms of how they build mailing lists from the HR records. They may only pull active faculty into the Faculty and Announcements4Faculty mailing lists.

Melissa

---

**From:** Deborah Thien <dthien@csub.edu>  
**Sent:** Friday, December 12, 2025 3:30 PM  
**To:** John Tarjan <jtarjan@csub.edu>; Melissa Danforth <mdanforth@csub.edu>  
**Cc:** Katherine Van Grinsven <kvan-grinsven@csub.edu>  
**Subject:** Re: Potential Resolution on Inclusion of Emeriti Individuals in Social Events

Thanks, John.

I will discuss with the deans.

Best,  
Deb

--

**DEBORAH THIEN, Ph.D.**

*she / her / hers*

Provost and Vice President  
Academic Affairs

**California State University, Bakersfield**

9001 Stockdale Hwy, Mail Stop: 59 ADM  
Bakersfield, CA 93311



CALIFORNIA STATE UNIVERSITY  
**BAKERSFIELD**™



---

**From:** John Tarjan <jtarjan@csub.edu>  
**Date:** Friday, December 12, 2025 at 8:01 AM  
**To:** Melissa Danforth <mdanforth@csub.edu>

**Cc:** Katherine Van Grinsven <kvan-grinsven@csub.edu>, Deborah Thien <dthien@csub.edu>

**Subject:** Potential Resolution on Inclusion of Emeriti Individuals in Social Events

I was wondering if a resolution based on the below and attached could be considered by the Senate. I would be more than happy to bring it from the floor if that would be more appropriate.

In the meantime, perhaps the Provost could consider encouraging the academic deans to make this a practice. Thanks. JT

#### 308.2.4 Emeriti Privileges and Public Announcement

Public announcement of any Emeriti awards shall take place during an event suitable to the announcement. The award of Emeriti status shall entitle recipients to the following:

- a. A certificate of award of Emeriti status at an event suitable to the announcement;
- b. Listing within faculty roster published in the catalog and appropriate University or CSU system bulletins or announcements;
- c. A faculty membership card for purposes of appropriate identification;
- d. Library privileges and services ordinarily accorded to faculty;
- e. Free parking privileges (issued annually);
- f. Continuous access to a University email account.

***f1. Invitation to social events to which other members of the unit from which they retired are invited.***

The award of Emeriti status may also entitle recipients to the following institutional courtesies or benefits when they are appropriate and available:

- g. Timely notice of all General Faculty meetings and events of the University and such other notices as desired;
- h. Mail services, including the mailing of appropriate faculty notices;
- i. Space for scholarly or other professional pursuits, as available;
- j. Access to and appropriate use of campus buildings, including spaces for conference and laboratory facilities;
- k. Use of campus recreational facilities with payment of membership fee; l. Discounts for specified commercial events or programs sponsored by CSUB;
- m. Free passes or discounts to University athletics events; n. Limited use of telephone and Reprographics services;

**Rationale:** “Awards are to be regarded as an honor and a continuing commitment of the University to designated faculty members.” (308.2.3) The continued involvement of CSUB emeriti community members in CSUB social activities can bring benefits to both the campus and those individuals.

John Tarjan  
Management/Marketing  
CSU, Bakersfield  
BDC A 209  
661-654-2321 (Office)

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